

VOLUNTEER OPPORTUNITY

Planning Commission

The Coeur d'Alene Planning Commission has a vacancy and is seeking a new voting member to serve on the volunteer commission.

To receive consideration, please submit the attached Professional Data Sheet, along with a letter of recommendation as soon as possible by fax or mail to: Amy Ferguson, Executive Assistant, City of Coeur d'Alene, 710 E. Mullan Avenue, Coeur d'Alene, ID, 83814.

Qualifications:

Applicants shall have an interest in planning and zoning issues, the future growth and development of Coeur d'Alene, and the public process. Additionally, the idea candidate will possess relevant experience in planning, architecture/design, engineering, development, real estate, finance, or a related field.

Requirements:

All members of the commission shall have continuously resided in the county for two (2) years prior to their appointment. The members of the commission shall be residents of the city during their term of office; provided, three (3) members may be nonresidents living within Kootenai County and employed within the city limits of Coeur d'Alene.

Per Idaho Code, at least two of the members of the Planning Commission "shall be active in the business of development, building or real estate."

Role of the Commission:

The Planning Commission seeks to promote orderly growth, preserve the quality of Coeur d'Alene, protect the environment, promote economic prosperity, protect property rights, and foster the safety of its residents. Additionally, the commission promotes the public interest by helping citizens understand the planning process and providing opportunities for public comment.

The Planning Commission meets the second Tuesday of each month at 5:30 p.m. in the Library Community Room, 702 East Front Street.

All meetings are open to the public and publicized to allow and promote public participation in the decisions of the commission.

Duties of the Commission:

- To recommend and make suggestions to the council for the adoption of coordinated plans for the physical development of the municipality.
- To recommend the boundaries of zoning districts and appropriate regulations to be enforced therein, make reports, hold public hearings and perform all other duties as may be prescribed by the Idaho Code and the City Code.
- Regularly attend all scheduled meetings of the Planning Commission as well as special or called meetings relevant to the office.
- Prepare for each meeting.
- Create a positive environment in meetings of the Planning Commission.
- Maintain an attitude of courtesy and consideration toward colleagues, citizens and staff during all discussions and deliberations.
- Allow citizens, colleagues and staff sufficient opportunity to present their views, within the prescribed rules for conduct of meetings of the Planning Commission.
- Avoid the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or staff.
- Avoid comments, body language or distracting activity that conveys a message of disrespect or lack of interest.
- Respect all local, state and federal laws, rules and other regulations.
- Publicly acknowledge the adopted position when asked about a decision of the Planning Commission.

PLEASE NOTE:

**** Members of the commission will be selected without respect to political affiliations and shall serve without compensation.***

OPEN UNTIL FILLED.

City of Coeur d'Alene
Boards/Commissions/Committees
PROFESSIONAL DATA SHEET

Name:	Date:
Residence Address:	
Years at Current Residence:	In Kootenai County:
Home Phone: ()	Business Phone: ()
Cell Phone: ()	FAX: ()
Business Address:	
Years at Business Address:	EMAIL Address:
Committee/Commission/Board Preference:	
Area(s) of Expertise:	
Experience (Please attach a resume if possible)	
Education (Circle Highest Grade/Degree Completed) Middle School High School AA BA/BS MA/MS Ph.D.	
Please list other certifications, awards, etc.:	
Committees/Commissions/Boards on which you serve: Present:	
Past:	
Comments:	
Please list any other community organization involvement:	
PLEASE ATTACH AT LEAST ONE LETTER OF RECOMMENDATION	
Signature	Date

Please return to:
Amy Ferguson, Administration
710 E. Mullan Avenue
Coeur d'Alene, ID 83814-3958
Phone: (208) 666-5754
FAX: (208) 769-2366